

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, March 11, 2014

Attendants:

BOARD-

Pam Merkadeau (PM)

Jim Sell (JS)

Michelle McNeil (MM)

Johanna Anton (JA)

Hal Carroll (HC)

STAFF- Brigitte Shearer (BS)

COUNSEL – Portor Goltz (PG) (departed at 7:25 pm)

CALL TO ORDER

The meeting was called to order at 7:07 pm by Board Member MM

CLOSED SESSION

The Board and Counsel Portor Goltz entered closed session at 7:08 pm and departed closed session at 7:24 pm. There was no reportable action.

REVIEW AND APPROVAL OF THE MINUTES

Board Member PM made a motion to approve the minutes of the September 10, 2013 Regular Board Meeting (HC second), and the motion passed unanimously (JS, MM abstained).

Board Member JA made a motion to approve the minutes of the February 11, 2014 Regular Board Meeting (JS second), and the motion passed unanimously (HC abstained).

INTRODUCTION OF GUESTS

None

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. ASP – ASP and In Crowd revenues continue to be strong. Winter Camp finished \$1300 over budget. Spring camp enrollment is in progress; Flyers have been distributed to schools. Operating expenses are under budget. Special Activities expenses include some 2012-2013 FY field trip expenses.
- b. EEC – Registration for fall is complete. Everything is running smoothly.

- c. Seasonal – Seasonal Programs expect to meet budget goals this year. Special events will exceed budget; Facility Rentals are on budget. Expenses are under budget and are expected to continue so.
 - d. Pool – New pool furniture has been ordered. Old furniture is gone. The dome is being removed March 31-April 4. During that time, the pool deck and locker room walls will be repaired.
- B. Facilities & Grounds – The CCC will continue in April. We have over half the work hours remaining to be used for open space fuel reduction. We have received preliminary schematics for a new pool guard office/ fitness area and pool entrance. The open space walk through with Romig Engineers will occur on 3/12.
- C. Administration – Payroll processing transitioning is still underway. Online credit card processing for regular monthly fees in the EEC program has begun. The school calendar has been confirmed for 2014/15 and our camp schedule will be adjusted accordingly. The LAFCo process for annexing the new Chamberlain homes into the District was discussed. Board Member JS suggested we investigate potential 'buy-in' fees for the new home parcels to join our District. Cliff Donley and Jeff Schwartz received Volunteer and Professional Excellence Awards, respectively, from CPRS, District 4. The reserve study will begin later this month. Home Tour and Health Fair logistics are on track.

COMMITTEE REPORTS

- a. Finance Committee –none
- b. Personnel Committee – The Committee met in 2 stages on 3/6 and 3/11 to discuss topics in preparation for budget review. The Committee supports the implementation of an FSA plan for full time staff (17 employees are eligible), including a \$60 HRD contribution for those employees who participate. The GM performance review process will be discussed at the next Board Meeting.
- c. Ad-Hoc Building Committee – none

FINANCIAL REPORT

The Rec. is 7 months into its fiscal year, or 67% into its budget year. The Board reviewed the financial report. Without ERAF, our property tax revenue is 8% above this time last fiscal year. Interest payment #7 of 60 has been made on our Certificate of Participation for EEC building construction. During the upcoming budget review, program fees will be carefully considered to ensure that any rising costs are factored into program pricing.

UNFINISHED BUSINESS

- A. LAFCO Election Results: On March 4th, at a San Mateo County Special District's Association meeting attended by Board Member MM and GM BSS, Joshua Cosgrove and Ric Lohman were elected as Special district Representative and Special District Alternate, respectively, for the LAFCo Commission
- B. HRD Board Elections and Committee Appointments: Board Member JS nominated MM to continue as Board President (JA second) and the motion passed unanimously. Board Member JA nominated PM to continue as Board Vice President (JS second) and the motion passed unanimously. Committee Appointments will be as follows:
Finance & Budget – JA, HC

Personnel – PM, JA
Ad hoc Land – PM, JS
Ad hoc Buildings – JS, MM
Ad hoc bylaws – PM, MM

- C. Gym Ceiling Update: Tiles have been removed. Quotes for skylights, stain and acoustics have been requested. Board Member HC suggested we purchase a small number of baffles, install them and request community feedback.

NEW BUSINESS

- A. Form 700 – Board Members' Form 700's are due to BSS by March 21.
B. The Easter Eggstravaganza will be Saturday APRIL 19, 2014.
C. UPCOMING MEETINGS: APRIL 8, MAY 13

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member PM's questions were answered. Board Member PM made a motion to pay the bills (HC second) and the motion passed unanimously.

ADJOURNMENT

Board Member HC made a motion to adjourn the meeting (JS second) and the motion was passed unanimously. (HC absent) The meeting was adjourned at 8:35 pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary